



UNITED STATES DEPARTMENT OF COMMERCE
Patent and Trademark Office
ASSISTANT SECRETARY AND COMMISSIONER
OF PATENTS AND TRADEMARKS
Washington, D.C. 20231

January 7, 2002

MEMORANDUM FOR: Eleanor Kurtz
Application Processing Division

FROM: Frank Lebron 
Receipt Accounting Division

SUBJECT: Unpaid Check Listing

Attached is a photocopy of a check which was returned "Unpaid" to the Office of Finance on the above date. Referring to RAM, it was determined that your area was to be notified about the check that was returned.

A copy of the RAM screen printout for the returned check is attached to this memo. Please place this memo in the application file to show the fees that were backed out of the financial system.

Please review the file to determine if any charge authorization request letters giving the Office authorization to charge any additional fees to an applicant's deposit account are present. An additional \$50.00 processing fee will be charged for any unpaid check.

If a charge authorization is not present in the file, please take the appropriate action in notifying the applicant of the status of the application. For any further information, please feel free to contact me on (703) 305-4231.

<u>File Serial No.</u>	<u>Fee Code</u>	<u>Check No.</u>	<u>Date of Check</u>	<u>Amount of Check</u>
10/016882	101,103	100028	12/14/01	\$1076.00
60/338505	214	1193	11/06/01	\$80.00
60/339985	214,998	2240	10/22/01	\$85.00
60/338519	214	3173	10/27/01	\$75.00
60/333490	214,227	747	12/14/-	\$30.00
10/001689	201	8739	10/22/01	\$370.00
60/338457	214	7789	12/06/01	\$75.00
10/012603	201	1871	11/02/01	\$370.00
60/338790	214	1202	11/09/01	\$254.00
60/337040	114	4839	12/01/01	\$254.00
60/339374	214	1234	09/01/01	\$100.00
09/903385	201,205	4688	10/14/01	\$420.00
60/341139	214	103	12/12/01	\$75.00
10/021832	201	1978	10/15/01	\$370.00

